Three easy steps for a do-it-yourself pamphlet

1. **Select and print a document from the list below**
(for multi-page documents, see below)

2. **Set copy machine to copy from one-sided to two-sided**
(collate if doing multiples)

3. **Fold in half**
(for multi-page documents, see below)

Important for multi-page pamphlets

For copying:
For documents, such as the "Youth Access" pamphlet, many complicated printing steps are built in. These will make the document look wrong as it comes out of the printer—don't try to re-arrange the pages. Keep the pages in the same order as they come out of your printer. Put them in your copy machine, printing one-sided to two-sided, and your copy machine will magically put your pamphlet together so that when you stack the pages together and fold them in half, the resulting pamphlet will look perfect.

For stapling:
For documents of multiple pages, such as the "Youth Access" pamphlet, you'll need to staple to keep the pages together. Staple them along the spine—the left-hand side as you look at the front cover. Use three staples—top, middle, and bottom—because copier paper is thin and it will fold when the document is opened if you use only two.

Pamphlet List:

❉ "What You Should Know about Missouri's tobacco youth access and possession laws"

❉ "Is Smoking Good For Business?"

❉ "Missouri's Clean Indoor Air Law"